

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 12-193

OPEN TO:	In-House Candidates Only	OPENING DATE:	November 23, 2012
POSITION:	Consular Assistant (General)	CLOSING DATE:	December 06, 2012
GRADE:	FSN-8, FP-6*		
POSITION NO:	N-30003		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: FSN-8, Rs.972,477 p.a. (Starting salary) (Position Grade FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of a Consular Assistant (General) in the Consular Section.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling a variety of cases that often take considerable time to resolve, including passport and citizenship adjudication, welfare and whereabouts, child custody, arrests, deaths, repatriations and any other issues that may arise involving American citizens. Incumbent acts as a liaison with both high and low-level Pakistani government officials. The incumbent advises Consular Officers about pending matters and difficult or complex citizenship or welfare cases, and supervises the American Citizen Service (ACS) work of one LE staff member.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of twelve years of education is required.

2. EXPERIENCE: Two years of progressively responsible experience in work involving the application of complex regulatory material, along with extensive public contact or other closely related experience, is required.

3. LANGUAGE: Level III (Good Working Knowledge) Speaking/Reading/Writing of English and Level IV (Fluent) Reading/Writing/Speaking of Urdu is required. This may be tested.

4. KNOWLEDGE: Must have detailed knowledge of all work related to providing American Citizen Services and thorough knowledge of applicable local laws, regulations, procedures, customs of prominent minorities, and government institutions. Must maintain a network of government contacts with whom the Consular Section can call on to gain access to prisoners, obtain information in sensitive cases of reported kidnapping, obtain information in a crisis (plane crash, natural disaster), and groups to which we can refer abused American citizens. Must have a good working knowledge of local entry/exit and travel regulations.

5. ABILITIES & SKILLS: Must have excellent customer services skills and be able to use tact and good judgment in dealing with the public. Must have the ability to exercise judgment in evaluating evidence and to apply relatively complex, evolving regulations correctly. Must be able to work independently. Good writing skills are necessary to update case notes and to respond to inquiries.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff) by at PakJobs@state.gov. Paper (hard copy) applications are not accepted. The Vacancy Announcement Number (e.g. 12-170) must be mentioned in the subject line.

Incomplete and submissions after the closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. Please do not attach any documents with your application. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 06, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.